

Brigade Command Policy # 04-01

AFZN-BA-L

17 DEC 04

MEMORANDUM FOR 1ST Brigade, 1ST Infantry Division (Mechanized)

SUBJECT: Approving-Appointing Authority and Survey Officers for Reports of Survey

1. Reference: Army Regulation 735-5.
2. Scope: This policy affects all units assigned to 1ST Brigade, 1ST Infantry Division (Mechanized).
3. Definitions:
 - a. Approving Authority--An Army officer (LTC or above) authorized to appoint a survey officer and approve Reports of Survey "By authority of the Secretary of the Army".
 - b. Appointing Authority—An Army officer (LTC or above) designated by the approving authority with responsibility for appointing reports of survey investigating officers.
 - c. Appellate Authority—Takes final action on requests for reconsideration when the Report of Survey approving authority denies relief of financial responsibility to a respondent, and to act on requests for remission or cancellation of indebtedness. Appeal authority action is by authority of the Secretary of the Army. Normally, the appeal authority will be the next higher commander above the approving authority.
 - d. Survey Officer—Must be an Army Commissioned or Warrant Officer; an Army Non-Commissioned Officer in the grade of Sergeant First Class (SFC) or above. A survey officer in the grade of 0-4 (MAJ) will be assigned for all Change of Command reports of survey within 1 BCT.
4. This policy letter provides guidance required on approving and appointing authorities within the brigade.
5. Battalion Commanders in grades of LTC are appointing authorities for report of survey processing.
6. Battalion Commanders in the grade of LTC are approving authorities for report of survey processing except in the cases listed below. In these cases, the Brigade Commander serves as the approving authority.
 - a. Loss of any sensitive item.
 - b. Changes of Command
 - c. Property damages or losses exceeding \$5,000.00.

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7. Process reports of survey within 30 days (see steps 1-5 below) Approving Authorities will ensure the following accelerated survey processing times are met (without an Appointed Authority):

Step 1-5 Days Initiation	Step 2-10 Days Investigation	Step 3-10 Days Adjudication	Step 4-5 Days Notification	Step 5-5 Days Collection
Discovery of Loss	Property Record Review	Approval Authority Review	30 Days for Rebuttal	One Day
Preliminary Search	Take Statements and Conduct Interviews	JAG Review / Assessment of Liability		
Consolidate of Circumstances	Determine Facts	Final Decision by Approving Authority		
Initiation of the DA 4697	Determine Proximate Cause			
Assign Document Number	Calculate Loss			
Survey Number Assigned	Make Recommendation			
Forward to Appointing Authority	Notify Individual(s) Potentially Liable			
	Rebuttal Consideration			
	Return to Appointing Authority			

8. The appellate authority for any report of survey is the next higher command of the approving authority.

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BART HOWARD
COL, AR
COMMANDING